

SELF-CALENDARING INSTRUCTIONS
JUDGE SAMUEL L. BUFFORD

The self calendaring system allows counsel and parties to schedule their own hearing dates for matters being heard on regular notice, without having to contact the Calendar Clerk to obtain a hearing date. Matters that do not require hearings can be filed in accordance with Local Bankruptcy Rule 9013-1 (g)(1).

When using the self-calendaring system, please note that available calendar dates may be subject to revision on a monthly basis; please verify that you are using a current version. You may also call the U.S. Bankruptcy Court general information telephone number at 213-894-3118 for an automated version of the calendaring schedule for Judge Bufford. Please note: all instructions and available dates provided here apply to the telephone system.

Please read all instructions before using the self-calendaring system. The Local Bankruptcy Rules and Federal Rules of Bankruptcy Procedure apply to all matters set for hearing through this system.

MATTERS THAT MAY NOT BE SELF-CALENDARED:

1. Matters being heard on shortened time, including:
 - Applications for Orders Shortening Time (see page 6 for information on Motions for Relief from Stay heard on shortened time)
 - Matters heard on an ex parte basis
 - Emergency Motions (including motions arising under General Order 02-02)
2. Initial Status Conferences in Adversary Proceedings
3. Related matters that would ordinarily be set for different hearing times. These must be self-calendared at different times pursuant to the system, or you may call the Calendar Clerk and request Court approval for one hearing date and time to hear all related matters.
4. 20 or more Objections to Claims on a single case (please call the Calendar Clerk or Judge Bufford's law clerk to schedule these)
5. Reaffirmation Agreements (If the debtor is in Pro Se)
6. Pre-trial Conferences and Trials
8. Requests or Stipulations for Continuances (see page 7 for information on continuances)

After determining that a matter may be self-calendared through this system (i.e. is not on the above list of excluded matters), please follow the procedures outlined below, following all applicable Local Bankruptcy Rules.

STEP 1: Identify available dates and times for the type of matter that you want to calendar by referring to the Calendar Schedule section of these instructions on the Court's website (www.cacb.uscourts.gov) or by calling the Court's general information number (213-894-3118) and selecting the menu options necessary to direct you to calendaring information for Judge Bufford.

- **PLEASE NOTE: Calendar dates are subject to periodic revision**, so please verify that you are referring to a *current version* of the Judge's monthly calendar.

STEP 2: Select a hearing date that allows you to give sufficient notice of all matters to all parties entitled to receive such notice pursuant to applicable provisions of the Local Bankruptcy Rules and Federal Rules of Bankruptcy Procedure.

- **NOTE:** By choosing a date for a relief from stay hearing that is more than 30 days from the date you file your motion, you are deemed to have waived the time limits of Bankruptcy Code § 362(e).

STEP 3: Prepare a notice of hearing for the date and time that you have selected. If your motion is for relief from stay, you must provide notice in the same form as outlined by Local Bankruptcy Rule 9013-1(1)(e) (Local Forms series 350). Moving parties may refer to Local Bankruptcy Rule 9013-1(a)(6) regarding service of the notice of the hearing and Local Bankruptcy Rule 9013-1(a)(13) regarding evidence supporting the motion.

STEP 4: File and serve your moving papers in a timely manner. Refer to the Local Bankruptcy Rules and Federal Rules of Bankruptcy Procedure for applicable filing and service deadlines. Be sure to deliver a courtesy copy of all papers (with tabs, page numbers, and the time and date of the scheduled hearing placed underneath the title of the pleading, in accordance with Local Bankruptcy Rules) to Judge Bufford's chambers in by placing the papers in the Courtesy Copy box at the entry to the hallway.

- **NOTE:** If proof of service is insufficient, the moving party's motion may be continued or denied.

STEP 5: If the date you have selected is unavailable because you have given insufficient notice, the date and time are already fully booked, or for any other reason, the Calendar Clerk will contact you to arrange an alternative date. **The Court reserves the right to reschedule any hearing.** You will be notified promptly if your hearing has been re-set.

STEP 6: Bring your proposed order to the hearing, together with whatever notices of entry, copies and envelopes may be required, so that they may be submitted at the hearing if your motion is granted. **Do not lodge the proposed order prior to the hearing** , except where Local Bankruptcy Rules provide otherwise. (You may, however, serve the proposed order on other parties, if you wish to afford them an opportunity to review the form of the order before the hearing.)

- NOTE: Orders are not generally signed the day of the hearing. If you wish your order signed at the hearing, you must request a “walk through” during the hearing.

STEP 7: The date/time of a hearing and, when available, Judge Bufford’s tentative ruling on a matter are available on-line through webPACER or on the computers in the Bankruptcy Records Department located on the ground floor of the 300 N. Los Angeles St. Federal Building. **Please do not call chambers or the Calendar Clerk to confirm a hearing or obtain a tentative ruling.**

- **To access webPACER:** From the Court’s website, go to Electronic Services and follow the link to webPACER for information. You may also call 800-676-6856 to register as a user.

ALL PLEADINGS MUST LIST THE DATE, TIME AND LOCATION OF THE HEARING UNDERNEATH THE TITLE OF THE PLEADING.

**CALENDAR SCHEDULE FOR JUDGE SAMUEL L. BUFFORD
COURTROOM 1575, 15TH FLOOR**

TUESDAY CALENDAR:

9:30 A.M. Motions for Relief from Stay on all chapters may be self-calendared.

10:00 A.M. The court will set Status Conferences on all Adversary Complaints.
(Please see page 6 for information on continuing a Status Conference.)

Objections to Claims may be self-calendared (if 20 or more, please contact the Calendar Clerk or Judge Bufford's law clerk for a hearing date).

Chapter 13 miscellaneous motions that do not require the presence of the Chapter 13 Trustee may be self-calendared. (See page 5)

11 A.M. Any miscellaneous motion on a chapter 7 or 11 case only may be self-calendared.

2:00 P.M. The court will set Pre-Trials on all chapters and Ch 11 Plan Confirmations.

Disclosure Statements, Summary Judgment Motions and Fee Applications on all chapters may be self-calendared.

NOVEMBER 16, 2004
NOVEMBER 23, 2004
NOVEMBER 30, 2004

DECEMBER 07, 2004
DECEMBER 14, 2004
DECEMBER 21, 2004

FEB. 1, 2005
FEB. 8, 2005
FEB. 15, 2005
FEB. 22, 2005

MAR. 1, 2005
MAR. 8, 2005
MAR. 22, 2005
MAR. 29, 2005

**ONLY MOTIONS FOR RELIEF FROM STAY
WILL BE HEARD DURING THE
MONTH OF JANUARY ON THE
FOLLOWING DATES AND TIMES**

**JANUARY 4, 2005 AT 2:00 P.M.
JANUARY 11, 2005 AT 2: 00 P.M.
JANUARY 18, 2005 AT 2:00 P.M.**

WEDNESDAY CALENDAR:

11:00 A.M. The court sets Fee Applications in Chapter 7 cases, U.S. Trustee's Motions to Dismiss or Convert chapter 11 cases, Case Management Status Conferences on Chapter 11 cases, and Reaffirmation Agreements (if the debtor is represented by counsel).

- **Only the U.S. Trustee may self-calendar matters on Wednesday. (Except for those setting Reaffirmation Agreements)**

DATES AVAILABLE FOR HEARINGS:

| | |
|-------------------|---------------|
| DECEMBER 1, 2004 | FEB. 02, 2005 |
| DECEMBER 8, 2004 | FEB. 09, 2005 |
| DECEMBER 15, 2004 | FEB. 16, 2005 |
| | FEB. 23, 2005 |

| | |
|----------------------------------|---------------|
| <u>NO AVAILABLE DATES</u> | MAR. 02, 2005 |
| <u>IN JANUARY 2005</u> | MAR. 09, 2005 |
| | MAR. 23, 2005 |
| | MAR. 30, 2005 |

CHAPTER 13 MATTERS

Miscellaneous Chapter 13 matters that require the presence of NANCY CURRY, the Chapter 13 Trustee are heard on a single Monday every month at **3:00 P.M.**

Dates Available for Hearings:

DEC. 6, 2004
JAN. 31, 2005
MAR. 07, 2005
APR. 04, 2005

MOTIONS for RELIEF FROM STAY to be HEARD on SHORTENED TIME

Motions for Relief from Stay involving certain facts listed below may be heard on shortened notice on the same dates and times as other Relief from Stay motions, provided that you file the appropriate **Application for Order Shortening Time and Proposed Order Shortening Time** pursuant to Local Bankruptcy Rules. To set a Motion for Relief from Stay on Shortened Time, you must also comply with Local Bankruptcy Rule 9075-1, and the moving papers must be served mail or personal delivery and filed with the court NOT LESS THAN FIVE COURT DAYS BEFORE THE HEARING DATE SELECTED.

The Motions for Relief from Stay that may be heard on shortened time include:

- Motions involving prior Adequate Protection Orders
- Residential Unlawful Detainer Judgment (month to month tenancy only)
- Multiple Bankruptcy Filings (three or more in the last six months for the same debtor)

You must deliver a conformed (file-stamped) copy of the motion and all related papers to the law clerk by placing the papers in Judge Bufford's Courtesy Copy box at the entry to the hallway of Chambers, 15th floor, Roybal building.

Please note that you must comply with all terms of any Order, Local Bankruptcy Rules, and Federal Rules of Bankruptcy Procedure in filing and serving the moving papers and notice of any hearing.

**** ALL MOTIONS FOR RELIEF FROM STAY MUST BE ON THE CURRENT OFFICIAL COURT FORM (available on the Court's website) AND ALL COPIES (Original, Court and Courtesy) MUST BE CONSECUTIVELY PAGINATED AND MUST HAVE TABS ON ALL EXHIBITS ****

ALL OTHER REQUESTS FOR A HEARING ON SHORTENED TIME REQUIRE APPROVAL OF THE JUDGE BEFORE THEY WILL BE SET ON CALENDAR. You must file the appropriate request and lodge all relevant orders before the Court will consider any requests. Please refer to Local Bankruptcy Rules and the Federal Rules of Bankruptcy Procedure.

REQUESTS OR STIPULATIONS FOR CONTINUANCES

You may choose a continuance date from those available on the self-calendaring system, however, **any ex parte request or stipulation to continue a hearing requires court approval.**

PLEASE NOTE: It is imperative that any ex parte requests or stipulations are submitted in a timely manner to allow the Court sufficient time to consider the papers, at least two court days before the hearing. If a stipulation or ex parte request has been submitted but has not yet been approved by the Court, the matter remains on calendar and an appearance is necessary.

- Please see Step 7 of the self-calendaring instruction, above.

Movant may unilaterally file and serve a notice of withdrawal of their motion(s) if they do not wish to proceed on the scheduled date. Reactivation of a withdrawn motion requires the filing and serving of new moving papers and new payment of any filing fee.

Notices of withdrawal must be filed at least two court days before the hearing and a message should be left on voice mail for the Calendar Clerk or Judge Bufford's law clerk, notifying them of the filing of the Notice of Withdrawal.